

Modern



Tutorial

OTA

Training

Request Form

(TPE)

Training Request Form (TDE)



The screenshot shows a window titled "Responsibilities" with a search bar containing the character "%". Below the search bar is a list of responsibilities:

- CIVDOD OTA MNGR/SUPV
- CIVDOD PERSONNELIST
- CIVDOD SYSADMIN REGION GUI
- Oracle Training GUI
- SUPV ARPCEWA07505976

At the bottom of the window are three buttons: "Find", "OK", and "Cancel".

CIVDOD OTA MNGR/SUPV

Training Requests

Training Requests

Training Requests

Training Req. History

+ Reports

Bulletin Board View

Employee course Eval

Manager Course Eval

+ SIT Completed/Required Trainin

Workflow Inbox

Civilian Inbox

SELECT

**Click
"Open"**

3. Civilian Workflow Inbox

4. Requests: Submit

Add

Remove



Open

☒ Close Existing Windows

Training Request

Employee

Name

SSAN

Organization

Title

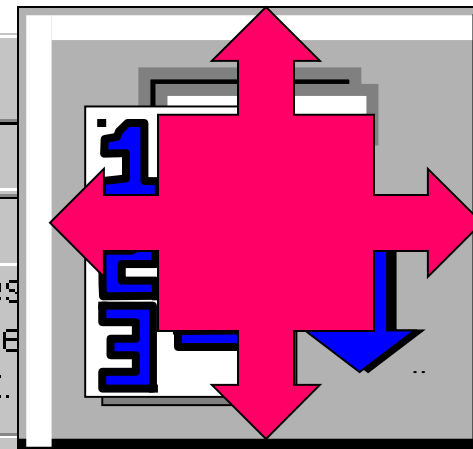
Office Phone

Handicapped

Plan/Series

Step/Grade

Type of Appt.



Course

Code

Title

Source

Location

Priority

Required Training

☐ Yes

☒ No

Requested Start Date

Month

Year

Level

Training On-Duty Hours

Training Off-Duty Hours

Total Training Hours

Projected Direct Cost

Projected Indirect Cost

Total Projected Cost

Employees

Find

Smith

%

Name	SSAN
Arthurs, Karen N	XXX-XX3333
Ashes, Cinderella B.	XXX-XX2121
BOHUNKY, Mrs. LAVONNE SUE	-6543
Badgirl, Ima	XXX-XX8888
Banks, Mary J.	XXX-XX4407
Baricar, Janet K L T	XXX-XX4335
Batalona, Ruby V	-6358
Bertke, Sue E	XXX-XX8416
Betarie, Tina M	XXX-XX0001
Bolosan, Alohalinda	XXX-XX8913
Boyd, Backstreet	-3434
Brown, Lizzard M	XXX-XX6666
Brown, Rodger F.	XXX-XX2304
Buford, Christian A	XXX-XX4444
CEJKA, Mrs. NEVA CHRISTINE	-6198
Cales, Maria T.	XXX-XX7777
Calhoun, Robert C	XXX-XX2222
Canter, Jennie	XXX-XX0001
Carpenter, Barbara A	-4011
Carter, Debra Sharon	XXX-XX5555

Hit "Find"

Find

OK

Cancel

Courses

Find

OT%

Course Title

1 5 Low Press Cryog
1391 PREPARATION
1391 PROCESSOR
1ST CLSS DIVER BNCOC
202 Tng Mandate
2ND CLASS DIVER TRNG
427M NORAD Comp
50 Caliber Mach Gun
616A OI Maint
81MM Mortar Fire
A HOLD NEW WORLD
A BRIDGE TO SUCCESS
A E CONTRACTING
A-10 USAF Fighter
A-E Cost Contracting
A10 IATS Tech
ABCS OF DEMIL
ACASS/CCASS
ACC Academic Instruc
ACC Flight Safety Po

Find

OK

Cancel

Hit "Find"

Courses



Find

ot%

Course Title

OTA Activities

OTA FOR BEGINNERS

OTA FOR DUMMIES

OTA MADE EASY

OTA Overview

OTA Test

OTA for Transportation

Otorhinolaryngology



Find

OK

Cancel

Hit "OK"

Training Request

Employee

Sources

Find

%

2 Government (Non-DoD)
3 College/University
4 Private Vendor
A Army (AMEC, ALMC, CECOM, etc.)
C Coast Guard
D Other DoD (DAU, DLA, SUP, AFSC, 1CAF, Nat'l War College, Allied, et
F Air Force (AFIT, AFCMD, AWC, ACSC, etc.)
G National Guard
M Marine Corps
N Navy
X CPOCMA

Find

OK

Cancel

Click "OK"

Training Off-Duty Hours

Projected Indirect Cost

Total Training Hours

Total Projected Cost

Training Request

Employee

Name **Smith John J** Find

SSAN **XXX-XX-1234**

Organization **XYZ DIV / MU**

Title **DIVISION KING**

Office Phone

Handicapped

%

29 Palms, CA

ARL-Adelphi

Aberdeen Proving Ground, MD

Albany, GA

Albuquerque, NM

Alexandria, VA

Alton, IL

Altus AFB, OK

Anchorage, AK

Andrews AFB, MD

Annapolis, MD

Apalachicola, FL

Course

Code Title **OTA Ov**

Source **A Army (AMEC, A**

Location

Priority

Requested Start Date

Month

Year

Training On-Duty Hours

Training Off-Duty Hours

Total Training Hours

Find

OK

Cancel

Projected Indirect Cost

Total Projected Cost

Click "OK"

Training Request

Employee

Name **Smith John**

SSAN **XXX-XX-1**

Organization **XYZ DIV**

Title **DIVISION**

Office Phone

Handicapped

Course

Code Title **OTA**

Source **A Army (AM)**

Location **Aberdeen Pr**

Priority

Requested Start Date

Month

Year

Training On-Duty Hours

Training Off-Duty Hours

Total Training Hours

Projected Direct Cost

Projected Indirect Cost

Total Projected Cost

Booking Priorities

Find

%

- 1 Critical/Mandated
- 2 Essential
- 3 Recommended
- 9 Unknown

Find

OK

Cancel

Click "OK"

Training Request	
Employee	
Name	Smith
SSAN	XXX-XX
Organization	XYZ D
Title	DIVISI
Office Phone	
Handicapped	
Course	
Code	
Title	
Source	A Army (A
Location	Aberdeen
Priority	Critical/M
Requested Start Date	
Month	I
Training On-Duty Hours	
Training Off-Duty Hours	
Total Training Hours	
Direct Cost	
Projected Indirect Cost	
Total Projected Cost	

April

April

May

June

July

August

September

October

November

December

Training Request

Employee

Name **Smith John J**

SSAN **XXX-XX-1234**

Organization **XYZ DIV / MULTIPLICATION**

Title

Office Phone **DIVISION KING** Plan/Series/Step/Grade

Handicapped Type of Appt.

Course

Code Title **OTA Overview**

Source **A Army (AMEC, ALMC. CECOM. etc.)**

Location **Aberdeen Proving Ground, MD**

Priority **Critical/Mandated** Required Training ☐ Yes ☒ No

Requested Start Date

Month **April** Year **2000**

Level

Employee

Training On-Duty Hours **2**

Training Off-Duty Hours

Total Training Hours

Projected Direct Cost **25**

Projected Indirect Cost

Total Projected Cost

Source

A Army (AMEC, ALMC. CECOM. etc.)

Location

Aberdeen Proving Ground, MD

Priority

Critical/Mandatory

Requested Start Date

Month

April

Year

Training On-Duty Hours

2

Training Off-Duty Hours

Total Training Hours

2

Approval Status

☐ Approved ☐ Disapproved ☒

Forward to

I

Comments

Forward to...

Find

ac%

Full Name

Ace, Mildred H

Ackerman, Danny L

Ackerman, Robert W

Acklin, Marvin W

Aconda, Ann

Acosta, Greathia R

Source

A Army (AMEC, ALMC. CECOM. etc.)

Location

Aberdeen Proving Ground, MD

Priority

Critical/Mandated

Required Training

☐ Yes

☒ No

Requested Start Date

Month

April

Year

2000

Level

Employee

Training On-Duty Hours

2

Training Off-Duty Hours

Total Training Hours

2

Projected Direct Cost

25

Projected Indirect Cost

Total Projected Cost

25

Approval Status

☐ Approved

☐ Disapproved

☒ Continue Routing

☐ Approved And Continue Routing

Forward to

Ace, Mildred H

Comments

I have heard this is a great course. Please approve.

Fund cite: 123456AABBCC00-124

Date 6 Apr 2000

Authorizing Official can

■ ■ ■

Approve

OR

Disapprove

The TRF

Source

A Army (AMEC, ALMC. CECOM. etc.)

Location

Aberdeen Proving Ground, MD

Priority

Critical/Mandated

Required Training

☐ Yes

☒ No

Requested Start Date

Month

April

Year

2000

Level

Employee

Training On-Duty Hours

2

Training Off-Duty Hours

Total Training Hours

2

Projected Direct Cost

25

Projected Indirect Cost

Total Projected Cost

25

Approval Status

☐ Approved

☐ Disapproved

☒ Continue Routing

☐ Approved And Continue Routing

Forward to

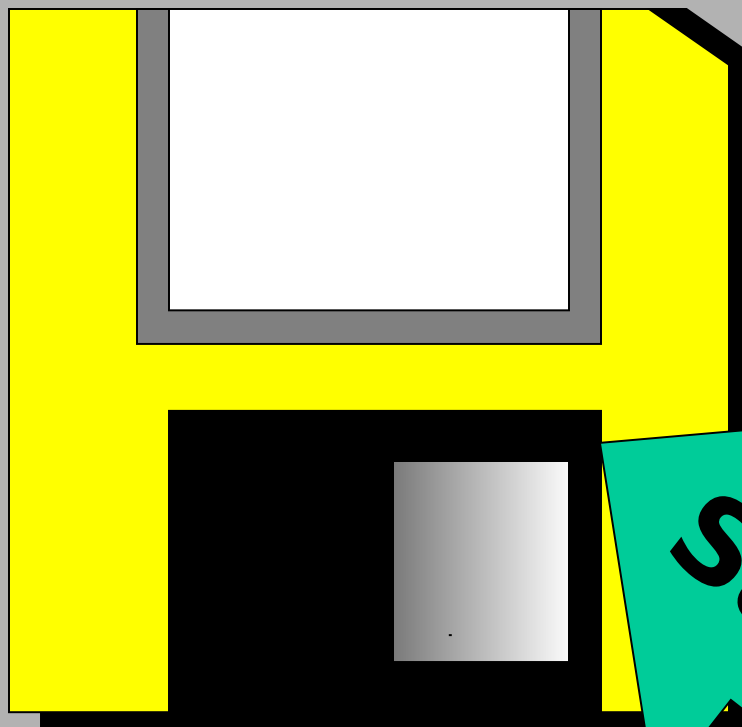
Ace, Mildred H

Comments

I have heard this is a great course. Please approve.

Fund cite: 123456AABBCC00-124

Date 6 Apr 2000



Save your TRE

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Training Request

Course

Code 8-L Title OTA Overview

Source A Army (AMEC, ALMC, CECOM, etc.)

Location Aberdeen Proving Ground, MD

Transaction complete: 1 records applied and saved.

Training On-Duty Hours 2

Training Off-Duty Hours

Total Training Hours 2

Projected Direct Cost 25

Projected Indirect Cost

Total Projected Cost 25

Approval Status

☐ Approved ☐ Disapproved ☒ Continue Routing ☐ Approved And Continue Routing

Forward to Ace, Mildred H

Comments I have heard this is a great course. Please approve.
Fund cite: 123456AABBCC00-124
Date: 6 Apr 2000

FRM 0400: Transaction complete: 1 records applied and saved.
Count: 0

Modern



Any questions?

On

OTA

TRF

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